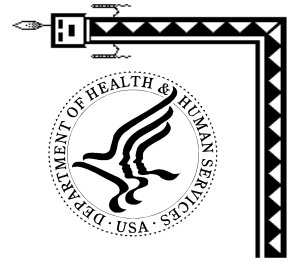


DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA  
INDIAN HEALTH SERVICE



We will not accept faxed or e-mailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

**VACANCY ANNOUNCEMENT**

SR-08-118

**OPENING DATE**

09/29/08

**CLOSING DATE**

10/10/08

**POSITION**

Medical Instrument Technician (Ultrasound)

**LOCATION AND DUTY STATION**

Shiprock Service Unit  
Four Corners Regional Health Center  
Radiology Department  
Red Mesa, AZ

**NUMBER OF VACANCY**

One (1); PCN: 5350-03

**GRADE/SALARY**

GS-649-8: \$43,236 - \$54,045 per annum

GS-649-9: \$46,430 - \$58,373 per annum

GS-649-10: \$51,129 - \$64,278 per annum

*Special Salary Rate authorized under 5 USC 5305*

**APPOINTMENT**

☒ Permanent

**WORK SCHEDULE**

☒ Full-time

**AREA OF CONSIDERATION**

☒ IHS Wide

**PROMOTION POTENTIAL**

☒ Yes, to Grade 10, if selected at lower grade level.

**SUPERVISORY/MANAGERIAL**

☒ None

**HOUSING**

☒ Government Housing Available

**TRAVEL/MOVING EXPENSE**

☒ Will be paid for eligible employee

**DUTIES:** Incumbent performs a wide range of highly technical and semiprofessional procedures requiring independent judgment; ingenuity and initiative in the application of non-ionizing ultrasonic, examinations of diagnostic quality for patients of all age group. Performs all ultrasound studies for diagnosis and sonographic guidance to assist clinicians during invasive procedures. Instructs patients on required exam preparation, receives patient, explains methods of procedures, positions patients, and obtain appropriate scans necessary for the requested examinations. Independently makes standard examinations. Reviews scheduling procedures of patients, taking into consideration the complexity of patient's conditions, travel requirements, type of examination and time of scheduling to allow more efficient handling of more patient's and maintaining attention and visualization while patient is of undergoing examination. Capable of recognizing and interpreting a diagnostic scan, identifying normal and/or pathology findings and provides a preliminary sonographer impression. Correlates clinical history, pertinent clinical data and other ancillary diagnostic examinations to obtain an ultrasound examination of optimal clinical value. Develops, collates and presents examination to radiologist for final interpretation; maintains and keeps record on all diagnostic procedures performed. Performs and documents Quality Assurance activities to promote appropriateness and quality of service to patients. Responsible for the proper maintenance and performance of ultrasound equipment, documents quality control tests and repair services with in-house bio-medical engineers. Maintains sufficient supplies through regular inventory check. Provides individual or group training to x-ray staff or medical staff and other health units. Assists the radiology technicians when time and workload permits. Maintains a log of patients and procedures performed. Registers patients for examination and schedule patients for examinations. Researches, develops and formulates new techniques and procedures for use in the ultrasound department. Performs portable x-ray on emergency basis when necessary. Provides proper patient protection in accordance with prescribed safety standards related to radiographic examination. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

**BASIC QUALIFICATIONS:**

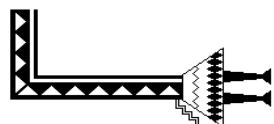
GS-8: 52 weeks of specialized experience equivalent to at least GS-7.

GS-9: 52 weeks of specialized experience equivalent to at least GS-8.

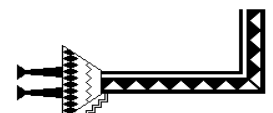
GS-10: 52 weeks of specialized experience equivalent to at least GS-9.

**SPECIALIZED EXPERIENCE:** Experience in operating, supervising the operation of, or instructing in the operation of equipment related to the particular specialization for which application is made as Medical Instrument Technician (Ultrasound) position i.e. independent performance of many types of ultrasound scans.

**NOTE:** Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



- (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.
- (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided such persons show evidence of training, experience, and competence, as determined by OPM or the employing agency.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** If you are using education for qualification, you must submit an official college transcript, diploma, license, or other appropriate proof of educational attainment by the closing date of the vacancy announcement.

**CONDITIONS OF EMPLOYMENT:** Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

**SELECTIVE PLACEMENT FACTOR:** None.

**OTHER SIGNIFICANT FACTORS:** This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647. Incumbent will be subject to emergency overtime and will be required to take emergency calls; required to work rotating shifts, days, evenings, weekends, and holidays to provide continuity of radiological services.

**PHYSICAL DEMANDS:** Work requires considerable physical effort in long periods of standing, frequent bending and lifting; positioning of patients that are ill, injured and/or totally incapacitated and physically unable to help themselves.

**WORK ENVIRONMENT:** The work area is lighted and temperature controlled to keep units from overheating, auxiliary fan is utilized to improve air circulation and to provide adequate air exchange. Telephones and emergency wall switches are provided to meet requirements for emergency circumstances pertinent to patient's well being.

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-7 level to qualify for the GS-8 level, 52 weeks of service at the GS-8 level to qualify for the GS-9 level, or 52 weeks of service at the GS-9 level to qualify for the GS-10 level

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

**NOTE:** Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0649, for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office.

**WHO MAY APPLY:** Merit Promotion Plan (MPP) Candidates. Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans' Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability).

#### **INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP).**

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the
2. RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
3. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.

4. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
5. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
6. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
7. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - OR**
  - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principal basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. KNOWLEDGE OF PHYSIOLOGY AND CROSS-SECTIONAL HUMAN ANATOMY FOR BOTH ADULT AND PEDIATRIC CARE.
2. SKILL IN INTERPERSONAL RELATIONS.
3. EXTENSIVE KNOWLEDGE OF ULTRASOUND WITH THE ABILITY TO WORK INDEPENDENTLY.
4. ABILITY TO WORK UNDER PRESSURE.

**HOW AND WHERE TO APPLY:** All applicants must submit the following to the Four Corners Regional Health Center, Branch of Human Resources, HC 6100 Box 30, Teec Nos Pos, AZ 86514 by 4:30 p.m., on the closing date.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

**Plus:**

- BIA Form 4432, if applicable;
- OF-306, Declaration for Federal Employment (Revised January 2001);
- Addendum for Child Care & Indian Child Care Worker Positions Form;
- Any other necessary documentation pertinent to the position.

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**“Declaration for Federal Employment” (OF-306) and Addendum for Child Care & Indian Child Care Worker Positions** form must be completed and submitted with **original** signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding “yes” to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact: Paula Williams, Human Resources Specialist, at (928) 656-5010; Email: [paula.williams2@ihs.gov](mailto:paula.williams2@ihs.gov).

**INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans’ preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers’ names and addresses, Supervisors’ names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.

**NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans’ preference determination, Indian preference, education, training, and/or experience. **THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

**COMMISSIONED OFFICERS:** Commission Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston Standard or the Civil Service Standard, if no Preston Standard exists. These applicants must describe the experience gained their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills and abilities, which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

**REASONABLE ACCOMMODATION:** This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**ADDITIONAL SELECTIONS:** Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

*/s/ Paula Williams*

Human Resources Clearance

09/19/08

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER SR-08-118. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE**  
Medical Instrument Technician (Ultrasound), GS-649-8/9/10

1. KNOWLEDGE OF PHYSIOLOGY AND CROSS-SECTION HUMAN ANATOMY FOR BOTH ADULT AND PEDIATRIC CARE. This include and in-depth understanding of the functioning of the major systems and internal organs to interpret requests and to recognize the need for additional tests or a different position. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. SKILL IN INTERPERSONAL RELATIONS. This is to establish effective working relationship by exercising tact, diplomacy and mature judgment in meeting and dealing with a variety of individuals and groups. What in your background would indicate that you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. EXTENSIVE KNOWLEDGE IN ULTRASOUND WITH THE ABILITY TO WORK INDEPENDENTLY. This is to plan and perform work within the scope of practice and the standard operating policies and procedures for diagnostic ultrasound. What in your background would indicate that you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO WORK UNDER PRESSURE. This is to function effectively despite unpredicted workflow, high volume of patients to be scanned within specific time frame, while adhering to sonographic policy, procedures, and guidelines. What in your background would indicate that you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

### CERTIFICATION

I certify that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

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Signature of Applicant

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Date

